

2023-2024  
Extended Day Academy  
Grades PK-6<sup>th</sup>

## MISSION STATEMENT

*Our mission is to recognize and value the importance of our contribution to the development of each child in our care. We will provide for our children and parents a safe and nurturing environment where children can grow, learn and succeed in both academic and social areas through an organized structure of play and learning experiences.*

## PROGRAM GOALS

To provide educational, enrichment, and recreational activities that develop each child's education competence, physical and social development, and community involvement.

To provide an Extended School Day program to address the immediate safety needs of HEB ISD.

To provide a flexible program that can fit the needs of the student and those of today's busy parents.

To help students better relate to others and recognize the differences that make a person unique by working and playing together.

HEB ISD reserves the right to update this Parent/Student Manual as necessary. The information and guidelines supplied in this Parent/Student Manual are based upon conditions at the time of printing and are subject to change in order to better operate our program.

Please keep this manual in a safe place so that you may refer to it during your child's enrollment with our Extended Day Academy.

Thank you for your cooperation,  
Extended Day Academy Staff

***EXTENDED DAY ACADEMY***

Communication between home and school is vital to a successful EDA program. The EDA office communicates with parents in a number of ways:

- \*Email
- \*Face to Face communication when the student is picked up.
- \*Information posted at the EDA sign-out location
- \* EDA website

## ***EXPECTATIONS***

Enrollment in EDA after-school program constitutes an understanding that all parties will abide by the policies and procedures contained in the parent handbook.

EDA will attempt to ensure:

It provides a supportive and consistent environment.

A site manager or assistant manager is available for parents' concerns related to their child or the program.

Parents are informed about issues of concerns about their child and have the opportunity to visit with the site manager/assistant manager to improve the situation.

Parents are informed if their child does not arrive at EDA according to his/her enrollment information.

Mutual respect, civility, and orderly conduct are promoted in EDA.

Children may expect:

To have a supportive and consistent environment.

To use all EDA equipment, materials, and facilities on an equal basis.

To receive respectful treatment.

To have fair discipline.

To receive nurturing care from EDA staff members.

To have a supportive and consistent environment.

To receive respectful treatment.

EDA expects that children will:

Conduct oneself in a responsible manner.

Exhibit an attitude of respect toward others. Respect and obey the school rules during the school day as well as during EDA.

Remain with their group and the EDA staff at all times.

Take care of materials and equipment properly and return items to their place before taking out new materials.

Arrive at EDA promptly, according to the enrollment information.

Be prepared with homework assignments and materials for academic time.

Leave electronic devices and toys at home.  
 EDA expects that parents will:

Pay all fees and tuition on time.

Keep the child's enrollment records up to date with the EDA site manager on their campus.

Pick up their child by 6:00 p.m.

Contact their campus by calling the EDA cell phone if their child will not be attending on a school day.

Pay attention to any communication from the Site Manager regarding their child's behavior and cooperate in efforts to bring about improvement in the situation.

Promote mutual respect, civility, and orderly conduct to all EDA staff including in person and on the phone.

Contact the EDA manager regarding your account when discontinuing EDA.

2023-2024 ~~2023-2024~~

Month	Amount Due	Due Date	\$40.00 late fee Assessed at 7:00 pm**	Student Withdrawn from the Program if Tuition & Late Fee Not Received by-***
Aug./ Sept.	\$200.00	August 10, 2023	August 16th, 2023	August 18 <sup>th</sup> , 2023
October	\$200.00	October 1, 2023	October 5, 2023	October 10, 2023
November	\$200.00	November 1, 2023	November 5, 2023	November 10, 2023
December	\$200.00	December 1, 2023	December 5, 2023	December 10, 2023
January	\$200.00	January 9, 2024*	January 11, 2024	January 16, 2024*
February	\$200.00	February 1, 2024	February 5, 2024	February 10, 2024
March	\$200.00	March 1, 2024	March 5, 2024	March 8, 2024
April	\$200.00	April 1, 2024	April 5, 2024	April 10, 2024
May	\$200.00	May 1, 2024	May 5, 2024	May 10, 2024

\*Due dates have been changed due to Winter Break

**\*\*Late Fee of \$40.00, will be assessed per child if full payment of \$200.00 is not received by the dates listed above.**

**\*\*\*Student will be withdrawn from the Academy on the dates listed above.**

The parent may re-enroll the student by paying the past due tuition, late fees, and one month's tuition of \$200.00.

If the child is enrolled in a school with a waiting list and then withdrawn due to non-payment, the child's spot will not be held. Then if the parents choose to re-enroll once the account is paid in full, the child will be placed on the waiting list for re-enrollment at a later time.

### 2023-2024 Tuition Formula

The fee for the school year is \$1,800.00 (School closings are not included; therefore, you are not paying for EDA during the week schools are closed.) Tuition payments have been divided equally for 9 (nine) months at \$200.00 per month (August-May) Full-time HEB employees pay \$100.00 per month. Our staff will be at each site to take care of the children on Early Release days. There will be no refunds or credits given for bad weather days. Instead of being charged for the early release school days, these days will be used to cover inclement weather days or other unscheduled district school closings.

***Parent please note:***

Please note that paying only a \$25.00 registration fee will hold your child's place until August 10th. If the first month's payment has not been received by August 18th your child will be withdrawn.

\*

Extended Day Academy Office:

Location: 1849 B Central Drive, Bedford, TX 76022  
Telephone: 817-399-2631  
Office Hours:

The HEB curriculum is enhanced with additional programs and presentations provided by



day, we will take them for their word. IT IS THE CHILD'S RESPONSIBILITY TO WORK ON THEIR HOMEWORK DURING THE SCHEDULED TIME.





The EDA program operates 175 days.

The EDA fee for the school year is \$1,800.00

You are not paying for EDA during the week schools are closed. We have divided the \$1,800.00 year's tuition into 9 (nine) payments. This eliminates a fluctuation in tuition rates each month.

Parents: Please remember that all tuition payments must be received in our office by the first of each month.

\*\*\*Please note: Tuition is \$200.00 a month regardless of how many days or weeks the student attends the Extended Day Academy, including absences, vacations, suspensions from school, or assignments to SOS.

#### Tuition Payment Methods: Convenient Ways to Pay

Sign up for Automatic Withdrawal (ACH) - from your account.

Procure

Bank draft

Pay by check or money order to the EDA manager on your campus. Make the check payable to HEB ISD, with your child's name and school listed on the memo line.

Payroll deduction (for HEB employees only).

Tuition Payment Due Dates: "Tuition Statements" are sent each month on or before the 25<sup>th</sup> to the email address listed at the time of enrollment.

Tuition is due on the first day of the month. If the payment has not been paid by 6:00 p.m. by the 5<sup>th</sup> of the month, the parent/guardian will owe the month's tuition plus a \$40.00 late fee per child ( $\$200.00 + \$40.00 \text{ late fee} = \$240.00$ ). If not paid by the 10<sup>th</sup> of the month your child will be dismissed from the EDA program. It will be the parent/guardian's responsibility to make other after-school arrangements. Should you like to re-enroll your child, a \$25.00 re-enrollment fee will apply ( $\$25.00 \text{ re-enrollment fee} + \$200.00 \text{ tuition} + \$40.00 \text{ late fee} = \$265.00$  and any other fees owed.)

Note: This includes online/bill payment via banking.

Payments must be paid in full by the 10<sup>th</sup>. We do not accept partial payments, weekly or biweekly payments unless paying ahead and the full tuition is paid in full by the 10<sup>th</sup>.

#### Late Tuition Payment Fees:

A \$40.00 late fee per child will be assessed for all tuition payments made after the 5<sup>th</sup> of each month.

Non-Sufficient Funds (NSF) checks are charged a late tuition fee of \$35.00-\$50.00 and

EDA official closing time is 6:00 p.m. per school clock.

A late charge of \$10.00 per child is assessed for the first ten minutes or any part of the ten minutes (i.e., 6:00 p.m.- 6:10 p.m. = \$10.00)

There is an additional \$10.00 charge (total of \$20.00) for 11-20 minutes late. (i.e., 6:11-6:20 p.m.)

Then 21-30 minutes late = \$30.00 (i.e., 6:21-6:30)

The late fee will continue in the same manner up to one hour\*.

Late pick-up fees will need to be paid to the EDA staff immediately.

Failure to pay late pick-up fees by the 1<sup>st</sup> of the following month will result in suspension or dismissal from the program.

At 6:10 p.m. if the parent has not picked up the child, emergency contacts will be notified.

Arrangements to authorize additional individuals to pick up participants by 6:00 p.m. may be made by contacting the EDA manager on the campus.

In the event of a major traffic or weather incident that causes multiple parents to be late, the Manager may waive the charges over the initial \$10.00 fee. The base fee will not be waived. To prevent a charge, please provide additional authorized family/friends to pick up.

Please note:

**\*If a child has not been picked up by the home phone parent has ended and he or she has not been in contact for the parent will be an emergency situation. The local police department will be contacted to pick up the child in a safe environment until a parent or designated adult can pick up the child/children.**

Withdrawal Procedures:

Any parent requesting to withdraw their child (ren) from Extended Day Academy:

Must notify the EDA manager in writing by the 25<sup>th</sup> of the month.

Parents are responsible for tuition until proper written notification is received by the Manager.

Any child (ren) withdrawn from the program may be readmitted only as space allows. (We do not hold spaces). A \$25.00 non-refundable registration fee will be assessed at that time.

Please note: Parents/legal guardians will be blocked from enrolling any child (ren) in future EDA programs until all past-due payments are paid in full.



**Air quality, Outdoor Play, and the Weather:**

The weather in North Texas is unpredictable at best and the following guidelines for outside play



If an allegation is made against a staff member, a report will be made to Child Protective Services immediately. Appropriate actions will then take place with the staff member in accordance with human resource procedures.

**Code of Conduct:**

The HEB ISD Extended Day Academy will follow the guidelines in the HEB ISD Student Code

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Be polite and courteous to all staff and students.

No foul or rude language to the staff or in front of the students.

No fighting, biting, horseplay, or excessive physical behavior.

Participate in all activities.

No arguing – only discussions regarding the problem and trying to come up with a solution.

No negative comments or attitudes are directed towards anyone at the Academy.

Use of cell phones/electronic games, toys, etc. by EDA children is prohibited except for advertised electronic days. (Your site manager will let you know if they will have one this year.)

There will be no destruction of HEB ISD or Extended Day Academy property.

No inappropriate touching of other Extended Day Academy students or staff members. (This is grounds for dismissal from the Academy.)

#### Conduct/Communication –Parent/Legal Guardian:

HEB ISD schools, including the EDA, shall foster a climate of mutual respect for the rights of others. A spirit of cooperation is a must if quality education and effective discipline are to be a reality. Respectful conversations between parents and EDA staff will allow for open communication and an opportunity to resolve concerns. Please schedule a conference after the EDA program ends at 6:00 if you wish to discuss concerns at length with your child's Manager. At no time are parents/guardians allowed to address a discipline issue with another EDA participant. The EDA manager or Coordinator may ask a parent/guardian to leave if they are engaging in disruptive activity on the campus. [GKC LEGAL] / [GKC LOCAL].

#### Conduct/ Communication-Parent/Legal Guardian:

Parents/legal guardians need to address issues and concerns appropriately to the staff and at no time are the parents/legal guardians allowed to address a discipline issue with another EDA participant.

All discipline issues are to be handled by the EDA staff members and managers. If you do not feel that the EDA manager has resolved your concerns, please call the EDA District Coordinator at 817-399-2083.

If you would like to discuss discipline issues at length with your child's manager, please contact the EDA coordinator to schedule a meeting when the children have gone home for the day.

It is unacceptable for a parent/legal guardian to express hostility in any manner toward an EDA staff member, EDA manager, or EDA participants.

Please be aware that communication is a vital part of EDA. Please be respectful when addressing the EDA staff as they are in a teaching environment. Any lengthy



handbook and the Student Code of Conduct, as well as any rules of behavior and safety set by district staff. The student is to remain alert and promptly report to district staff any safety hazards, such as intruders on campus and threats made by any student or staff member. Staff and students will know emergency evacuation routes and signals.

#### Health/Illness of Participants:

Parents are responsible for informing the EDA manager of any special needs, concerns, or information regarding their child's health.

All students must be able to participate in the full range of activities offered. Any child meeting any of the following criteria will not be admitted to the program:

The illness prevents the child from participating comfortably in the program activities.

The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children or staff.

Children will go outside as weather permits with their group.

Parents will be notified by phone if the participant becomes ill while in the program. If the parent cannot be reached, the emergency contact will be called. Any child experiencing fever, vomiting, diarrhea, or contagious skin or eye infections, will be removed from common areas and should be picked up within one hour of contact with the parent.

Parents must provide a written statement from the doctor stating the child is free from contagious disease before returning after a contagious illness.

In the event of critical illness or injury, proper medical personnel and parents will be notified. At the discretion of the medical personnel, the child may be transported to an emergency room or clinic by ambulance or by the parent. Parents will be responsible for any expenses incurred.

EDA follows the health guidelines set forth by HEB ISD Health Services when applicable to the program.

HEB ISD Health Services Standard of Practice:  
Signs and Symptoms for Exclusion from School.

The major (but not only) criterion for exclusion from attendance is the probability of spread from person to person. A child may have a non-excludable condition but is still unable to participate in the educational process until the interfering symptoms have been resolved.

Students who exhibit the following signs and symptoms will be excluded from school until the symptoms are gone for 24 hours or a physician provides written information that the condition is not contagious or that the student is under treatment and may return to school.

1. Fever (oral equivalent) of 100 degrees or more
2. Ringworm of the scalp until treatment has started
3. Persistent vomiting (two or more episodes)
4. Diarrhea – two or more watery or loose stools, whether or not associated with fever
5. Skin rashes if purulent, weeping, or associated with fever
6. Evidence of active head lice
7. Persistent cough with bloody sputum

These signs and symptoms below require school RN consultation and assessment, and may result in exclusion:

- Inflamed or watery eyes
- Green/yellow nasal discharge
- Skin rashes not already defined above
- Itching or lesions of the scalp, nits
- Incontinence of feces or urine

The school RN or Red Cross/First aid certified Manager will make the decision to send a student home based on her/his assessment of the potential risks to that student and others at school, her knowledge of the student's medical history, and information from other school personnel regarding the student's ability to participate in the classroom.

If there are any questions about health concerns, the school nurse is available for assistance during school hours.

The Extended Day Academy will adhere to the Medication Policy set forth by HEB ISD Health Services.

#### **MEDICATION AT SCHOOL -**

HEB ISD employees will administer prescription and non-prescription medications required to enable a student to stay in school under the following conditions:

- A written signed request containing the student's name, name of the medication, dosage, time, and duration of medication provided by the parent or legal guardian and signed by the physician. This applies to all prescription and over-the-counter medications.
- All medication, prescription and nonprescription, must be in its original, properly-labeled container.
- Controlled substances, i.e. Ritalin must be transported to the school by an adult.
- Medication must be accompanied by the "Physician Request for Administration of "Medicine" form. Medication will be administered by a school nurse or by a non-health professional designated by the Principal or school nurse (except for prescription asthma

The student must demonstrate responsible use of the self-carried medication or the privilege will be revoked. Violations of this policy and drug-related laws shall result in disciplinary action and/or legal prosecution.

A student with diabetes, who will seek care while at school or while participating in a school activity, and the physician responsible for the student's diabetes treatment, shall develop and submit to the school a Diabetes Management and Treatment Plan (DMTP). Upon receipt of the DMTP, the School Principal/designee or the school nurse shall develop an Individualized Health Plan (IHP). In accordance with the student's IHP, the school shall permit the student to attend to the management and care of the student's diabetes, which may include: (1) performing blood glucose level checks; (2) administering insulin through insulin delivery system the student uses; (3) treating hypoglycemia and hyperglycemia; (4) possessing, on the student's person at any time, any supplies or equipment necessary to monitor and care for the student's diabetes; and (5) otherwise attending to the management and care of the student's diabetes in the classroom, in any area of the school or school grounds or at any school-related activity.

Herbal substances or dietary supplements including essential oils provided by the parent will only be administered if required by the student's individualized education plan (IEP) or Section 504 plan for a student with disabilities. The District assumes no responsibility for the loss or negligent behavior of students who violate the rules/laws associated with this policy. Violators will be subject to disciplinary action.

Please note: The EDA program staff does not dispense medication. If your child requires medication during EDA program hours, please make arrangements with the campus nurse so medication may be given before arrival at EDA. The nurse will also give your Inhalers, EPI pens and diabetic supplies to the EDA manager for use by the child, as needed in EDA. Supplies will be returned to the nurse before school the next day. If your child/children have any life-threatening illnesses, please contact the nurse at your child's campus so that procedures may be put in place at EDA.

#### Minor Injuries and First Aid:

We recognize that children will get minor scrapes, bruises, etc. during the program, so the site is equipped with first aid supplies. The Manager and one staff member have been trained in Child CPR and First Aid in order to handle minor emergencies. If a child receives an injury above the shoulders or anything other than a minor scrape or bruise, the parent will be notified. If we suspect your child needs medical attention, the parent will be called to pick up their child. For serious medical emergencies requiring immediate medical care by a healthcare professional, 911 will be called and the child's parent/guardian will be notified.

#### Movies

If the school has a movie site license we may periodically show a "G" rated movie during EDA.

#### Outside Service Providers

We do not allow non-HEB ISD employees to provide counseling, therapies, music lessons, art lessons, dance lessons, etc. during the Extended Day Academy hours unless they have followed the guidelines for renting a district facility as outlined in Board Policy GKD.

#### Outdoor Play

Outdoor play is necessary for the healthy development of children. Weather permitting, outside play is scheduled for each group daily.

All children who are well enough to attend EDA will play outside.

Due to staff/child ratios, the program will not be able to accommodate children who are unable to participate in these types of activities.

Parents are asked to not request children “stay inside due to illness”.

Please be prepared for sudden weather changes

(7) If we suspect the person picking up a child is under the influence of drugs or alcohol, we will call 911 and request police assistance.

(8) An authorized pickup person (including one-time pick-ups) will receive all the info that needs to be relayed to the parent/guardian that day. This includes correspondence from the office, communications from the staff, and/or any other information deemed necessary.

(9) All persons listed on the enrollment forms will be able to sign students out.

The Extended Day Academy will not allow any unauthorized individual to enter the



#### Temperature limits:

- Children will go outside daily with their group unless the temperatures are below 45 degrees
- Children will go outside daily with their group unless the temperature/THI (temperature heat index) is above 100 degrees and/or the air quality is not acceptable.
- Children must remain with their assigned group and will not be placed with other groups during their outside rotation.
- No refunds will be given for inclement weather days or other unscheduled district school closing days.

#### Waiting lists:

- All campuses have a maximum number of students in their program determined by space availability.
- When we reach our maximum number per campus we will begin a waiting list.
- Students will be placed on the waiting list by date order.
- When an opening occurs in a particular grade level the child that was placed on the waiting list first in that grade level will be contacted to fill the spot.
- The parent will have three days to complete the online registration and pay the \$25.00 registration fee and begin attendance within two weeks.
- If the parent cannot be reached, does not return the phone call, or cannot register within this time limit listed the child will be removed from the waiting list and the next parent on the waiting list will be contacted to fill the slot.

#### Weather Policy:

- EDA will follow the HEB ISD schedule for closing during bad weather.
- Radio Stations: WBAP 820 AM, KRLD 1080 AM, or TV Channels 4, 5, 8, and 11 will carry news about school closing in case of bad weather or some disaster.
- If bad weather develops during the school day and schools are closing early (e)4 g f (c)4 (l)-24 (l)-2/m-10 (l)1

## Quick Reference Page

- **Tuition Late Fees:**

Tuition late fee is \$40.00 after the 5<sup>th</sup> of the month.

- **Late Pickup Fee:**

1-10 minutes = \$10.00

11-20 minutes = \$20.00

21-30 minutes = \$30.00

**Early Release Days** October 31st, December 20th, February 16th

Program hours on Early Release Days are 12:00-6:00 pm. (Instead of being charged for the early release of school days, these days will be used to cover inclement weather days or other unscheduled district school closing days.)

**EDA School Holidays:**

See district calendar

**Bad Weather Days:**

There will be no refunds or credits given for bad weather days. Instead of being charged for the early release school days, these days will be used to cover inclement weather days or other unscheduled district school closing days.

**Parent Reminder:**

Parents please be reminded that if you are called for a child pick-up (accident, discipline, etc.) someone must be there within 20 minutes.

**ALWAYS HAVE YOUR DRIVER'S LICENSE AVAILABLE WHEN PICKING UP YOUR CHILD.**

**CAMPUS DOORS WILL REMAIN LOCKED AT ALL TIMES.**

The Parent/Student Handbook policies are subject to change throughout the school year in order to better

Midway Park	817-564-5496
North Euless	817-773-5025
Oakwood Terrace	817-992-2961
River Trails	817-897-8444
Shady Brook	817-992-2967
Shady Oaks	817-992-2938
South Euless	817-458-1069
Spring Garden	817-965-6795
Stonegate	817-343-8163
Trinity Lakes	817-991-8332
Viridian	817-235-8162
Wilshire	817-999-3160

HEB ISD Extended Day Academy Student/ Parent Handbook Acknowledgement Page

By enrolling your child in Extended Day Academy I agree to the following-

My child's immunization record is on file at the school.

All required immunizations and/or tuberculosis tests are current. Vision and hearing records are also on file.

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